

SIGN PERMITS

Sign Permits are required for all signs erected, altered, or relocated. There are limitations on the number, size, and type of signs permitted. Virtually all signs of a commercial nature are referred to as "primary signs."

_____ **Sign with Building Permit:** Permanent commercial signs, including freestanding signs over 8 feet and signs located in a Design Review District (CB, Downtown, NB, Planned Unit Development, Conditional Use Permit, Transition--these include a Minor Land Use Exemption for design review) which are displayed on an awning or other building-mounted structure. **(SA)**

_____ **Sign without Building Permit:** Permanent commercial signs, including signs in a Design Review District (CB, Downtown, NB, Planned Unit Development, Conditional Use Permit, Transition--these include a Minor Land Use Exemption for design review). **(SB)**

_____ **Sign with Electrical Permit:** Permanent lighted commercial sign that does not require a building permit. **(SD)**

_____ **Temporary Sign:** A nonpermanent sign intended for use for a short time, such as construction, initial lease-up/sales period, grand opening, for sale/rent, open house, and residential land division. **(SC)**

_____ **Legal Nonconforming Sign:** Registration of a legal nonconforming sign at a site; starts the amortization process. **(SE)**

Site Address:	Date:
FOR OFFICE USE ONLY: This section to be completed prior to application submittal by the building plans examiner in the Permit Center.	
Plans Examiner _____ Building Plan Review Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	

APPLICATION DOCUMENTS: Submit the document copies specified for your application type.

Initial for waiver		Sign with Building Permit	Sign without Building Permit	Sign with Electrical Permit	Temporary Sign	Legal Nonconforming Sign
	This Chart	1	1	1	1	1
	Sign Application	1	1	1	1	1
	Temp Use Abatement Agreement				1	
	Sign Site Plan ^A	2	2	2	2	2
	Building Mounted Drawings ^B	2	2	2	2	2
	Freestanding Drawings ^C	2	2	2	2	2
	Sign Landscape Plan ^D	2	2	2	2	2
	Color Drawing (Design District)	1	1			
	Other Requirements	Show all existing signs for the business				
	Electrical Permit	Included in lighted sign if new circuit added, existing circuit extended, or existing sign replaced.				
	Fees	Permit Processing provides current fee information (425-452-4898) Fees are due at submittal				

Footnotes and additional permits are listed on the other side.

Footnote A

SITE PLAN Building-Mounted and Freestanding Signs	SITE PLAN Temporary Signs
<ol style="list-style-type: none"> 1. Locate and note size, height, and type of all existing signs for the business. 2. Draw all proposed signs (to scale); note size and type. 3. Show all property lines and note the dimensions. 4. Show existing and proposed building(s) on the site. 5. Show location and dimension of all entry drives, curbs, and driveway approaches. 6. Indicate the zoning of the site on the plans. 	<ol style="list-style-type: none"> 1. Show where the sign is located on the site. 2. Show the property lines, entry drives, curbs, and driveway approaches. 3. Show the existing buildings and other signs on the site. 4. If building-mounted, provide building elevations and method of fastening. 5. Indicate the zoning of the site on the plans.

Footnote B**Footnote C**

BUILDING-MOUNTED DRAWINGS– Include on Site Plan	FREESTANDING DRAWINGS – Include on Site Plan
<ol style="list-style-type: none"> 1. Show façade of entire building with all other existing and proposed signs included. 2. Show the largest façade of the tenant space and note its area in square feet. 3. Show largest façade area of building or tenant space. Show façade area where the sign is to be mounted and the square footage of the building mounted sign. 4. Show proposed sign, including dimensions, copy, color(s), materials, building façade and dimensions for the sign, and other information to illustrate the proposal (i.e., photo). 5. Show structural connection details, including: <ol style="list-style-type: none"> a. Dimensions of the structural support(s). b. Weight of the sign. c. Materials and material grades. d. Partial cross section showing foundation, structural members (studs, beam, post, wall), and fastening method (bolts, screws, lags, nails, welds). e. Size, spacing, and number of fasteners. f. All structural components of sign itself (size included). g. See Submittal Description Sheet # 56 for Sign Requirements for Building Review. 	<ol style="list-style-type: none"> 1. Show an elevation of all existing and proposed signs; note materials, color, and finishes. 2. Show height of sign measured from the ground level of the sign location to the highest point of the sign. 3. Show setbacks to sign from driveways and front and side property lines. 4. Show foundation and structural details for sign and means of fastening, including: <ol style="list-style-type: none"> a. Dimensions of the support structure (footings). b. Weight of the sign. c. Materials and material grades. d. Partial cross section showing foundation, structural members (studs, beam, post, wall) and fastening method (bolts, screws, lags, nails, welds). e. Size, spacing, and number of fasteners. f. All structural components of the sign (size included). g. See Submittal Description Sheet # 56 for Sign Requirements for Building Review.

Footnote D

LANDSCAPE PLAN – For Freestanding Signs
<ol style="list-style-type: none"> 1. Show the location, type of landscaping, and wheel stops around the base of the sign to prevent automobiles from hitting the sign support structure. 2. Show the planting area around the base of the sign (a minimum of one square foot of landscaping for each square foot of the sign surface area). 3. Show that both the tree and shrubs together will cover a minimum of 25% of the required planting area. 4. If the landscaping will not be installed concurrently with the sign, the applicant must provide a Performance Assurance Device in accordance with <i>Land Use Code</i> 20.40.490. All required landscaping must be installed within 60 days of completion of the sign installation unless the code administrator grants an extension in writing for reason of weather, good planting practices, or unforeseeable construction delay.

Please Note

The property owner bears the responsibility for the accuracy and completeness of all information provided with or affecting the application submittal.

The City may require additional information as needed. If you have any questions concerning your application submittal, please visit or call Development Services (425-452-6800) between 8 a.m. and 4 p.m. Monday through Friday (Wednesday, 10 a.m. to 4 p.m.).

The City will provide reasonable assistance with physical access, communication, or other needs related to a disability. Assistance for the hearing impaired: Dial 711 (Telecommunication Relay Service).